



# FACILITY ATTENDANT

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FLSA Status: Non-exempt  
Adopted: May 2004

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

## GENERAL DEFINITION

The Facility Attendant is under general supervision of the Recreation Services Manager or designee. Incumbents are responsible for the efficient preparation and tear down of equipment at Town facilities; performing a variety of unskilled tasks; and assisting and overseeing people using the facility.

## DISTINGUISHING CHARACTERISTICS

This is an entry-level position. The ideal candidate for this position should have some knowledge of the equipment, methods, and procedures used in custodial activities; the ability to supervise patrons using facilities; the ability to perform manual labor, the ability to understand and carry out written and oral instructions, and the ability to work with the public and staff.

## TYPICAL DUTIES AND RESPONSIBILITIES

- Open facilities
- Secure facilities
- Set-up equipment needed for classes, meetings and private parties
- Clean up facility; provides janitorial services
- Collect fees
- Issue and collect equipment
- Maintain order and discipline
- Report injuries and accidents
- Enforce Town of Colma departmental policies
- Supervise volunteers and court referral workers
- Set-up and break down athletic equipment including volleyball and badminton nets and tetherballs
- Complete reports and refund forms
- Participate as part of the recreation team
- Maintain records of participation, supplies and equipment
- May provide semi-skilled maintenance services
- Performs other related duties as assigned.

## SPECIAL REQUIREMENTS

### Essential Functions:

These functions may be performed with or without reasonable accommodation:

- Set up, move, and take down recreational and facility equipment – Lift 40 pounds
- Speak, read and understand the English language sufficiently to successfully receive/provide information to/from the public, co-workers, supervisors, etc.
- Attend and participate in weekend and evening activities as assigned
- Apply Basic First Aid
- Perform duties on a regular and consistent basis
- Operate basic office equipment (i.e., telephone, copier, calculator, etc.)
- Perform all duties listed on the job description except those determined to be incidental

## QUALIFICATIONS

### Knowledge of:

- First Aid practices
- Equipment, methods, and procedures used in custodial activities and semi-skilled activities

### Ability to:

- Learn and interpret specific rules and policies and apply them with good judgment
- Understand and work effectively with the public
- Communicate clearly with the public
- Supervise large groups
- Understand and follow oral and written directions
- Maintain harmonious working relationships with other employees, participants and the public
- Deal effectively with a wide variety of personalities in situations requiring diplomacy, friendliness, poise and tact
- Learn Recreation software

## EDUCATION AND EXPERIENCE

Any combination of experience, training and education that would likely provide the required knowledge and abilities. Typical ways to obtain the knowledge and abilities would be possession of a high school diploma or GED equivalent, and experience performing custodial work.

## LICENSES AND/OR CERTIFICATES

CPR/First Aid certificates required or achievable within 30 days of hire. Possession of a valid Class III California Driver's License is required.